

# NSLP Seamless Summer Option

Julie McCord Child & Adult Nutrition Services



# Seamless Summer Overview



## Purpose

- Provide meals during summer vacation periods
- Seamless Summer Option combines features of the National School Lunch, School Breakfast and Summer Food Service programs. The same National School Lunch and School Breakfast program rules apply for meal service.

# Why use the seamless option?

- Personnel are familiar with NSLP/SBP

- ☐ Meal pattern
- ☐ Meal service
- ☐ Claim forms
- ☐ USDA Foods/commodities



- Generally claim all children free
- Shorter application (Must be approved before operation can be reimbursed.)
- One monitoring visit of each site operating during the summer



# What is this set of slides for?

- Review of program eligibility
- Review of requirements
- Use for training other staff





# Sponsor Eligibility

- Sponsoring Agency must already participate in NSLP or SBP (sponsor also called LEA or SFA)
  - A site may be a non-school site.
- Meals must be open to children from the community
  - Sites that serve summer school only would stay on NSLP/SBP.



# Site types – Area eligible

**Area Eligible** - *Area eligibility is based on the percentage of enrolled children approved for free or reduced price meals as of the last day of operation of the most recent school year or other month designated by the State agency or other data as approved by Child & Adult Nutrition Services. SD generally uses Oct site survey data.*



# Site Types – Area Eligible Open

- Sponsor serves all children through age 18 at a site that is located within the geographical boundaries of a school attendance area that has at least 50% of its children approved for free or reduced price school meals or based on other data as approved by CANS. These children can be from anywhere in the nation.
- Meals reimbursed at free school meal rates for all attending children.



# Site Types – Area Eligible

## Restricted Open

### Restricted Open Sites

- On a first-come, first-serve basis, the sponsor serves children through age 18 at a site that is located within the geographical boundaries of a school attendance area that has at least 50% of its children approved for free or reduced price school meals or based on other data as approved by CANS
  - Attendance is limited for reasons of security, safety, or control.
- Meals reimbursed at free school meal rates for all attending children.



# Site Eligibility - Area eligible continued

- Area eligible sites must prove eligibility
  - Using NSLP data – once every five years.
  - Using census data – when new data is available
  - Other – depends upon the data





# Site Types – Enrolled

Sponsors of closed enrolled sites serve only children through age 18 in a specific program or activity serving only an identified group of children. (Example – 21st Century Program)

- Meals are reimbursed for all children in attendance at the free school meals rates when the site has:
  - ☐ At least 50% of the children enrolled at the site's program approved for free or reduced price school meals.
  - ☐ If not 50% eligible – see camps slide for day camps
  - ☐ Enrolled children's eligibility status may be determined by:
    - Information obtained from schools
    - Direct certification conducted by the sponsor using applications



## **Site Type - Camps (Residential or Day Camps)**

- Must offer regularly scheduled food service as part of an organized program for enrolled children.
- Eligibility must be established for each enrolled child.
- Only meals served to children through age 18 who are eligible for free or reduced price school meals
- Enrolled children's eligibility status determined by:
  - ☐ Information obtained from their schools;
  - ☐ Applications submitted and approved by the sponsoring school;
  - ☐ Direct certification conducted by the sponsoring school.
- Meals reimbursed at the free school meals rates for ONLY eligible children in attendance.
- Meals served to ineligible children are not reimbursed; camps may charge ineligible children for meals.



# Site Types – Migrant

- Migrant sites primarily serve children through age 18 of migrant families, as certified by a school migrant coordinator.
- Meals reimbursed for all children in attendance at the free school meals rates.
- Other children may eat at migrant sites but the service must be primarily to children of migrant families.



# Eligible Participants

- Children in low-income areas 18 years or younger. A person 19 or older that meets the state definition of having a physical or mental disability is eligible.
- Children that are normally eligible for SFSP are eligible under Seamless Summer Option.
- Any children may come to eat at open sites.
  - May be from anywhere in the community, the surrounding area, or just visiting the community.
  - Children from day care centers and homes may eat but the center or home cannot also claim reimbursement for their meals.

# Menu Plans and OvS



- Use the usual menu plan
  - Traditional food-based
  - Enhanced food-based
- May implement offer versus serve as usual – if you did during the school year, your choice to continue it or not
- Indicate on application if doing OvS and number declining allowed at each meal.

# Meal types

- Meal types:
  - Breakfast (before 10 am)
  - Lunch (between 10 am – 2 pm)
  - Snack (evenly spaced between other meals)
  - Supper (must start before 7 pm and end by 8 pm)
- All meals must be consumed on-site.



# Off-site meals



- Field trip meals do **not** need to be preapproved by CANS; just like during regular NSLP.
- Records of the meal details (menu, serving size, food safety plan, date, number attending, etc.) need to be kept with production records at school site – main site must be kept open on day of field trip.
- Actual meals served on trip should be included with number of reimbursable meals for claim.



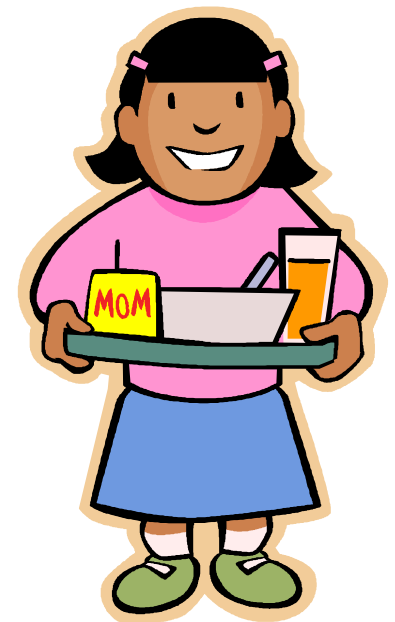
# Meals offered depend upon site type

- Know your site type
- Know the site's capabilities
- Know the activities in the area
- Know what the children need/desire and their habits



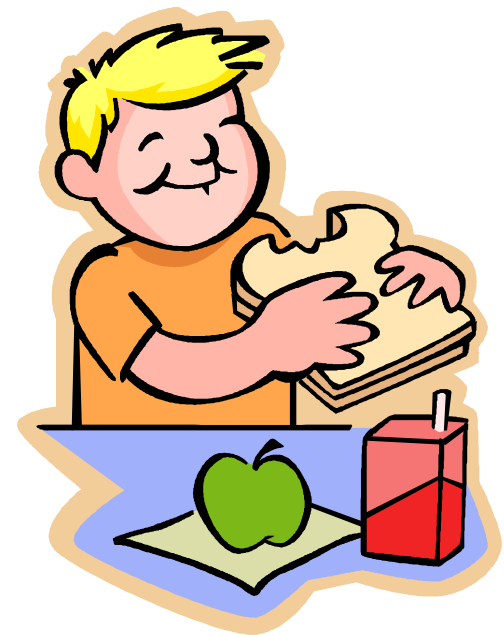
# Meal types – Open or Closed Enrolled

- Serve one meal or any combination of two meals per day except lunch and supper.
- Use the regular NSLP/SBP meal patterns
- Follow the NSLP/SBP rules
- Second meals are **not** reimbursable in the Seamless Summer Option at lunch or snack and may not be claimed for reimbursement.



# Meal types – Camp and Migrant

- Serve one, two or any combination of three meals per day.
- Use the regular NSLP/SBP meal patterns.
- Follow the NSLP/SBP rules.





## Recordkeeping

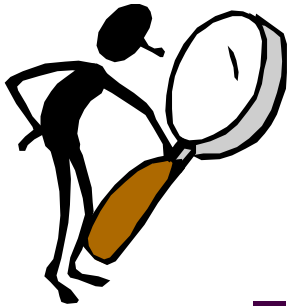
- Program application
- Copies all advertising
- Menus
- NSLP Production records
- SOPs & Temp logs
- Meal counts
- NSLP/SBP claim
- One monitoring visit

## Timeframe

- Return by April 6
- Clippings/letterhead
- Daily plans
- Complete daily
- Updated and signed - log daily
- Point of service
- Submit claim monthly
- During first 3 weeks



# School Required Monitoring



- Complete a minimum of one required Seamless Summer Monitoring visit at each Seamless Summer site during program operation.
- It is recommended in first three weeks, submit planned date on annual application.
- When conducting early, new staff will be monitored and assist you in determining issues.
- Seamless Monitoring Form is on CANS summer website under documents.

# School Required Monitoring

## ■ Check:

- ☐ Menu planning
- ☐ Meal service procedures
- ☐ Public notice documentation
- ☐ Production records
- ☐ Sanitation/Food safety
- ☐ SOP's and HACCP plans up to date and signed
- ☐ Meal counts (point of service)
- ☐ Claiming



# Reimbursement

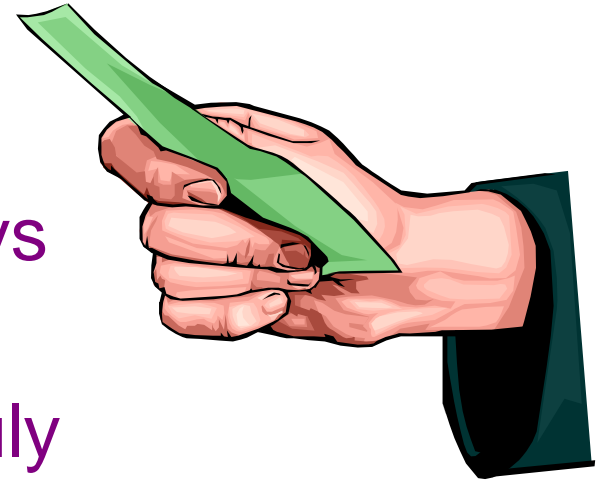
- Free rate for each child's meal
  - \$2.77 – lunch/supper
  - \$1.51 – breakfast
  - \$0.76 - snack
- Use severe need breakfast rate \$1.80 at previously eligible sites
- Use specially needy lunch rate \$2.79 if agency-eligible





# Reimbursement Process

- Edit checks not required
- Submit regular NSLP/SBP claim for reimbursement.
- Combine claims when 10 days or less operation
- Cannot combine June and July
  - There are different rates
  - They are in different fiscal years





# Reimbursement Process



- Regular school lunch and SSO should be submitted on same claim form in May and August
- Claims are due by the 10<sup>th</sup> of the month following operation each month.
  - ☐ May claim is due June 10
  - ☐ June claim is due July 10
  - ☐ July claim is due Aug 10
- If you miss the 10<sup>th</sup> deadline for a month, the final deadline is 60 days from the end of month being claimed.



# Application/Agreement

- Review Part I,  
Combined Agreement
  - provide updates if  
needed i.e. staff  
changes or who is in  
charge this summer on  
page 2 in this section.

Combined Application

E. **PERSONNEL** - Place a (✓) in the narrow column if the  
not have to be repeated.

**Authorized Representative** (person to receive mail)

	National	School Lunch/Breakfast	✓
Name			
e-mail			
Phone + Ext.			
Fax			
Mail			
City/Zip + 4			
2 <sup>nd</sup> Contact Name			
2 <sup>nd</sup> e-mail contact			

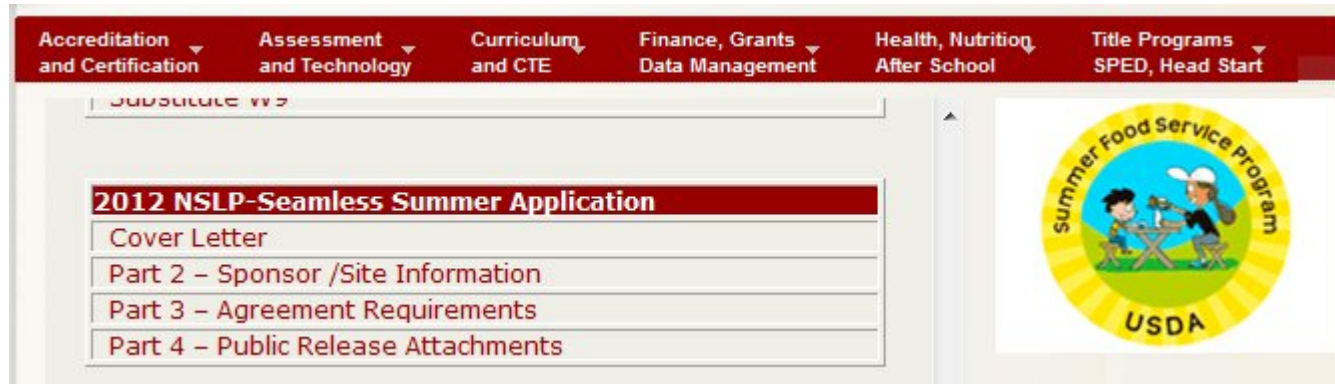
**Claim Representative** (person responsible for comp)

	National	School Lunch/Breakfast	✓
Name			
Phone + Ext.			
Fax			
e-mail			

**Food Service Director** (person to receive nutrition/f)

	National	School Lunch/Breakfast	✓
Name			
e-mail			
Mail			
City/Zip + 4			
Phone + Ext.			
Fax			

# Applications Online



- Applications are on CANS Summer website: <http://doe.sd.gov/cans/sfsp.asp>
- Scroll down in center section until see the appropriate heading for Seamless Summer.



# Application/Agreement

- Fill out Part II, Seamless Summer Agreement with each site's information. Complete all sections in Part II
- Read page 2 of Part II
- Part III Send in copy of Public Release which includes the NEW non-discrimination statement that you will send to appropriate media.

# Agreement, continued

- Read Part III and keep for your records.
- If using FSMC or vended meal service, verify under contract for summer meal service dates.
- Approval for the seamless summer through 2012.
- Submit the application to Child and Adult Nutrition Services by April 6 in order to have it processed before the beginning of your program.



# Consider these factors as you set times and dates:



- Public Release / Advertising
  - Required as part of application
  - **NSLP requires summer meal advertising even of non-schools**
- Bussing kids to meals
- Transporting meals to kids
- Meal service times
- Special Events
- Partners

# CHANGES – approved by CANS

- Meal service changes can be amended
  - Submit in writing
  - New public release will be required
  - Must be approved by Julie McCord
- Closures for any reason report to CANS immediately – can be called in or emailed to [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us) or (605)773-3110.



# Policies



- SP29-2011 Milk Serve 2 varieties Fat-free or 1% (Skim can be flavored.)
- SP28-2011 Water availability required at lunch. Recommend available at all meals.
- SP 27-2009 Seamless Q & A





# Program Reviews

- Reviews are the same year as CRE or year prior.
  - CRE Review                      SSO Site Review
  - SY 2011-2012      Summer 2011 or 2012
- Program regulations will be reflective of any changes directed to NSLP.
- Production Records for one week are required for reviewer.

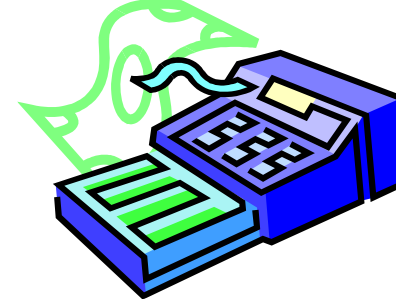


# Seamless Summer Review



- Eligibility applications will be evaluated if an enrolled site or camp.
  - Sponsors of both residential and nonresidential camps **do not** have to establish area eligibility. Instead they must collect and maintain individual income eligibility forms - **income eligibility applications OR other documentation of Categorical Eligibility.**
  - Only meals served to children through age 18 who are eligible for free or reduced-price school meals **may be reimbursed.**

# Scope of Review



## Meal count -

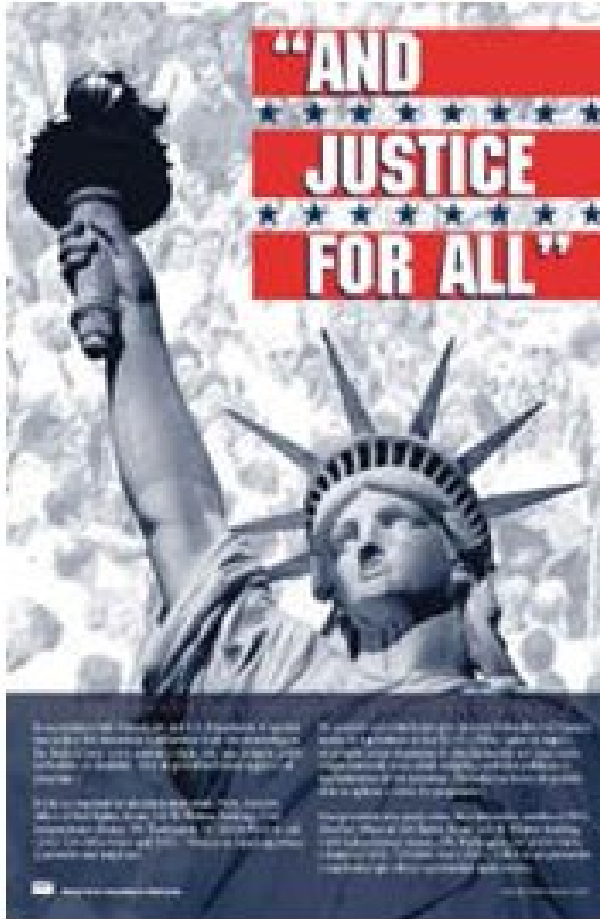
- It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children. That is, only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point-of-service.



# Non-discrimination Statement

- Verify all advertising materials contain the required non-discrimination statement.
- *In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*
- *To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

# Required Civil Rights – Justice for All Poster



- Poster required at each feeding site.
- Download from:  
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>

# Posters to Advertise



## Hey Kids

Join us for  
Nutritious Summer  
Meals at No Charge



Location serving meals:

Time and days serving:

In accordance with Federal law and U.S. Department of Agriculture policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

- CANS Summer website – under Documents
- Seamless Summer Flyer

# Advertise OPEN sites



- Register with 211 Helpline for South Dakota.
- Advertise with Why Hunger Hotline assists families in locating feeding sites.
- SFA to all families before school is out for the summer.
- CANS summer website will list feeding sites open to any child.



# Resources

## DOE – Child & Adult Nutrition Services

- <http://doe.sd.gov/cans/sfsp.asp>

## USDA – Seamless Summer

- [http://www.fns.usda.gov/cnd/Seamless\\_Summer.htm](http://www.fns.usda.gov/cnd/Seamless_Summer.htm)

## Seamless Summer Q & A Memo SP27-2009

- [http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2009/SP\\_27-2009\\_os.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2009/SP_27-2009_os.pdf)

## USDA – Team Nutrition

- [www.fns.usda.gov/tn/](http://www.fns.usda.gov/tn/)





# For further information

Julie McCord

Child & Adult Nutrition Services

800 Governors Drive

Pierre, SD 57501-2294

605-773-3110 – phone

605-773-6846 – fax

Website: <http://doe.sd.gov/cans/index.asp>



# Self Evaluation

- Read through the following slides
- Try to answer the questions without going back to the slides.
- If you didn't get them right, go back and review.
- Complete the training certificate and keep at your site, it is not required to be sent in with the application.



# **1. We must monitor our seamless summer sites...**

- a. Never
- b. Once
- c. Each month




## 2. Who can come to eat if we operate an open site?

- a. Only children from that school
- b. Only children enrolled in the program
- c. Any children who live within 1 mile of the school
- d. Any children from the town
- e. Any children



### 3. If we operate an enrolled site, who can come to eat?

- a. Only children from that school
- b. Only children enrolled in the program
- c. Any children who live within 1 mile of the school
- d. Any children from the town
- e. Any children



4. If an open site wants to offer more than one meal per day, what combinations can be offered from the meal types?

- a. Breakfast
- b. Lunch
- c. Snack
- d. Supper



5. If a day camp site wants to offer more than one meal per day, what combinations can be offered?

- a. Breakfast
- b. Lunch
- c. Snack
- d. Supper



6. Can the school use offer vs. serve in the seamless summer option?

- a. Yes
- b. No
- c. Yes if had OvS during NSLP, but not required to during summer – optional.
- d. C and No if didn't have OvS during NSLP





## 7. Do we have to complete production records in the summer?

- a. Yes
- b. No
- c. Maybe
- d. Sometimes



8. Can the school claim breakfast at the severe need rate and lunch at specially needy rate?

- a. Yes
- b. No
- c. Maybe (If qualified during school year)
- d. Sometimes



## 9. What forms do I use to claim reimbursement?

- a. The regular NSLP/SBP forms
- b. The SFSP forms
- c. The CACFP forms



## 10. Claims for reimbursement are due to State Agency...

- a. Monthly - by 10<sup>th</sup> of the following month
- b. All at once at the end of the summer
- c. 60 days final deadline (Same as NSLP)
- d. Combining a month with 10 days or less with the preceding or following month except June and July can't be combined.
- e. At the end of the month



# Certification of Review

This is to certify that I have reviewed the slides and successfully completed the self-evaluation by knowing the answers or going back to find them.

I am ready to successfully administer the Seamless Summer Program.

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School

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Name

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Date



# ANSWERS

- $1 - b$
- $2 - e$
- $3 - b$
- $4 - \text{any 2 except b and d}$
- $5 - \text{any 3}$
- $6 - d$
- $7 - a$
- $8 - c$
- $9 - a$
- $10 - a, c, \text{ and } d$



# Thank You

Thank you for attending this session on the  
Seamless Summer Option.

